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Accompanying Circular.
Downing Street.
8th June, 1858.

From G-157.

Circular No. 73.

May 1858.

BOARD OF TRADE.

SUPPLEMENTAL INSTRUCTIONS

TO

**OFFICERS IN THE BRITISH POSSESSIONS
ABROAD.**

(Referring to Paragraph 18.)

68. In consequence of the frequent instances of loss and destruction of the present Discharges and Certificates of Character of Seamen, the Board of Trade have prepared a new Form called a "Certificate of Discharge and Character, E 2," printed on parchment, and sufficiently large to contain entries for a considerable number of voyages. These Certificates will be issued to men of good character only, and the issue is confined to Ports in the United Kingdom. A paper copy of the Certificate is annexed.

A new Certificate of Discharge and Character has been issued.

It is expected that they will be of value to the Seamen in assisting them to procure employment, and also to Masters of Vessels, in tending to check desertion, and to make men more careful to preserve good characters.

The following Instructions with respect to the new Certificates are issued for the guidance of the Officers appointed in the various British Possessions to superintend the Engagement and Discharge of Seamen.

69. Whenever a Seaman possessing a Certificate E 2 is engaged in the Officer's presence, the number of such Certificate must be entered in the Articles of Agreement, opposite to the man's name, in the Column headed "No. of Fund Ticket," (until a proper column is provided for the purpose,) and the particulars must be entered in the proper columns of the List CC 20.

On the Engagement of Seamen.

70. On the Discharge of a Seaman possessing a Certificate E 2, the Officer will, if the man so require, cause the particulars of Discharge and Character to be very legibly and accurately entered in such Certificate instead of in the present Form CC 5, and will see that the E 2 is signed by the Master in the proper Column. Of course where the discharge is entered in the Certificate E 2, no other discharge is to be given.

On the Discharge of Seamen.

Services in different grades to be entered separately.

71. If the holder of a Certificate E 2 has been promoted to a superior rank in the course of the voyage, the Character and Period of Service in each grade should be given in a separate line.

Indifferent Characters.

72. It is to be remembered that "The Merchant Shipping Act, 1854," (s. 176.) does not make it necessary that the *Character* should be inserted in the Certificate of Discharge unless the Seaman wishes it; consequently, if, on account of the Character being indifferent, or for other reasons, the Seaman requires the entries of *Character*, or any of them, to be omitted from the Certificate E 2, they must be omitted; and with a view of giving him this option, his attention should always be called to the point whenever it is proposed to insert a bad or indifferent Character. If the entries of Character are omitted, the Officer must always cross out the blank spaces, so as to prevent any entries being made in them subsequently.

Entries to be made in Official Log Book.

73. The Master must enter in the Official Log Book, opposite to the man's name in the columns headed "Report of Character" in the List of Crew at the beginning of the Log Book, the three particulars of character entered in the Certificate E 2, as well as the Number of the Certificate.

Officer to sign certificate.

74. If all is straightforward, and the above requirements are complied with, the Officer will sign the Certificate E 2 in the proper column, and return it to the Seaman.

List of transactions connected with Certificates to be sent to the Registrar General of Seamen.

75. A copy of the Entries made in the Certificate E 2 should be entered in the List CC 20, of which a model is annexed, and care must be taken that the number of the Certificate is correctly noted in it.

This List must contain,—

- 1st. The cases in which men possessing Certificates E 2 have been engaged in the Officer's presence.
- 2d. Copies of the entries made in Certificates E 2 in the case of men discharged in the Officer's presence.
- 3d. The cases in which Seamen who are known to have possessed Certificates E 2 have died or deserted on the voyage, or otherwise, stating what has become of their Certificates. If the man possessed a Certificate E 2, its number will be found entered against his name in the Articles of Agreement.

The List must be sent to the Registrar General of Seamen, Adelaide Place, London Bridge, London, E.C., by the first Mail after any entries are recorded in it, as in the case of Notices

of Desertion, &c.; and in order that the Registrar may be satisfied that none of the Lists have miscarried, they should be numbered so as to form a consecutive series for each Port, commencing with Number One on the 1st January of each year.

These particulars are required for the purpose of keeping up a Register from which a duplicate Certificate containing entries similar to those in the original can at any time be obtained in case of the loss or destruction of the original.

76. Should the Certificate of a Deserter come into the Officer's hands, he will detain and annex it to the List CC 20. Certificates of Deserters.

77. Should any Seaman die at the Port, or should it appear, on the discharge of a Crew, or otherwise, that a Seaman has died on the voyage, the Officer will demand and take possession of his Certificate E 2 (if he had one), and will enter on it a Certificate of the man's death, with the name of the place and date, and will then annex it to the List CC 20, to be sent to the Registrar General of Seamen. Certificates of Deceased Seamen.

It is very important to obtain and cancel such Certificates so as to prevent their being improperly used.

78. As regards the old Form of Discharge CC 5, no change will take place by reason of this new Certificate E 2 coming into operation. No change in Discharge on old Form.

As an Addition to Paragraph 29.

The latter portion of the 29th paragraph of Instructions fixes the subsistence in the case of a Master at the same rate as that for a Seaman. It is, however, found necessary to make some distinction between Seamen and Masters for the purpose of marking the difference in rank. In future, therefore, in the case of a Master *who is shipwrecked*, an allowance equal to twice as much as that given to a Seaman may be granted. Relief of Distressed Seamen.

The amount also allowed for conveyance home may be increased in a like proportion, provided additional accommodation is afforded, but the rate allowed, as double that of the Seaman, must be specified in the order for conveyance.

It is expressly to be understood, that although this allowance is granted, it is only in cases of shipwreck, and in which the Masters are really destitute, that relief is to be afforded.

The Merchant Shipping Act, 1854, makes no provision for relief being afforded to Masters of British Merchant Vessels who may be in distress abroad.

(Referring to Paragraphs 21 and 22 of Instructions and to Circular No. 42.)

Seamen hurt or injured in the Service of the Ship in certain Cases to bear Expense of Clothing.

Circular No. 42 directs that no deduction is to be made from the Wages of Seamen hurt or injured in the Service of the Ship, but that the Wages, whether received in Cash or by Bill, are to be delivered to the Seaman on his leaving the Port or getting Employment.

The 228th Section of "The Merchant Shipping Act, 1854," however, appears to confine the liability of Owners of Vessels to expenses incurred in providing Surgical and Medical Advice with attendance, medicines, and subsistence, until the Seaman is cured or dies, or is brought back to the Port of Shipment, either in the United Kingdom or some British Possession, and of his conveyance to such Port, and the expense (if any) of burial.

All expenses incurred in *providing clothing* not absolutely necessary for Medical purposes must therefore in future be defrayed out of the balance of Wages (if any) due to the Seaman.

As an Addition to Paragraph 54.

Wages and Effects of Deceased Seamen.

In all cases in which the effects of deceased Seamen are sent to the United Kingdom, the receipt of the Master of the Vessel by which the effects are conveyed should be obtained on the Form CC 16 ; and an endorsement of the fact of their being on board should be made on the Articles of the Vessel conveying them.

T. H. FARRER,
Assistant Secretary.

D CHARACTER.

Nº _____

go with the Seaman to the Shipping Office, and be prepared

Seamen.	
Any peculiar Marks on Person.	Signature of Seaman.

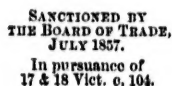
is to be entered in a separate line.

[illegible]

be deemed guilty of a misdemeanor, or may be summarily punished by
ificate should transmit it forthwith by post to the Registrar General

*"from their Ships have established Seamen's Savings Banks at the
Ports. Seamen are therefore recommended to take from the pay table
the interest which the Board of Trade allow. When Seamen require
advances (those above named), when the whole or a portion of their
salaries residing at any of the Ports can do so, free of expense, by*

[*Over*



CERTIFICATE OF DISC

N.B.--Whenever Entries are to be made in this Certificate in respect of services in the Home to show his right to give the

Christian and Surnames of Seaman at full length.	No. of Certificate of Competency or Service (if any).	Year when born.	Place of Birth.	Height.
			Town of _____ County of _____	

If a Man in the course of a voyage is promoted to a superior rank, his character and p

[illegible]

N.B.—Any Person who fraudulently makes use of any Certificate which is forged, or altered, or does not belong to imprisonment with or without hard labour for a term not exceeding six months; and any other than the person it belongs to of Seamen, Adelaide Place, London Bridge, London.

Seamen's Wages.—The Board of Trade being desirous of preventing as far as possible the risk of Seamen losing the Shipping Offices, at any of which offices (Kirkwall, Lerwick, and Stornoway excepted) Seamen can pay and withdraw, free of sufficient only for their immediate expenses, and deposit for safety the remainder of their Wages in the Seamen's Savings Bank to withdraw any of their money, all they will have to do will be to apply to the Shipping Masters at any of the Ports where money will be returned free of expense, with any interest that may be due. Seamen desirous of remitting a portion of the money to the Shipping Masters for Money Orders. For further particulars apply to the Shipping Master.

Nº _____

No.	Marks for Identification of Seamen.				Signature of Seaman.	
	Height.	Complexion.	Colour of			Any peculiar Marks on Person.
			Hair.	Eyes.		

[illegible]

of Seamen losing their money after being "paid off" from their Ships have established Seamen's Savings Banks at the end and withdraw, free of expense, any portion of their Wages. Seamen are therefore recommended to take from the pay table Seamen's Savings Bank where it will be increased by the interest which the Board of Trade allow. When Seamen require any of the Ports where they may happen to be (excepting those above named), when the whole or a portion of their Wages to be paid to their friends or relations residing at any of the Ports can do so, free of expense, by order.

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[See other Side for Particulars of Engagements.

(CC 20)

Port of _____

LIST of ENTRIES made in Certificates of Discharge and Character (E 2), in the Officer's
also of Particulars of Death or Desertion, in the Cases

Number of Certificate. E. 2.	Christian and Surnames of Seaman.	Particulars of Ship.			Capacity on Board.	Date of Entry.	Description or Nature
		Name.	Official Number.	Port of Registry.			

in the Officer's Presence, from _____ to _____ 18____,
 , in the Cases of Seamen possessing such Certificates.

try.	Description or Nature of Voyage.	Date of Discharge or Death or Desertion.	Place of Discharge or Death or Desertion.	Character.			Name of Master of Ship.	REMARKS. (If the Entry relates to a Death, or Desertion, the Word "Dead," or "Deserted," as the Case may be, must be entered in this Column.)
				Ability.	Conduct.	Sobriety.		

[See other Side for Particulars of Engagements.]

(CC 20)

No. _____

List of MEN possessing Certificates of Discharge

Port of

Colonial.

LIST OF ENTRIES, &c.

IN

CERTIFICATES OF DISCHARGE AND CHARACTER, E 2.

The List must be sent to the Registrar General of Seamen, Adelaide Place, London Bridge, London, E. C., by the first Mail after any Entries are recorded in it, as in the case of Notices of Desertion, &c. ; and in order that the Registrar may be satisfied that none of the Lists have miscarried, they should be numbered so as to form a consecutive series for each Port, commencing with No. 1. on the 1st of January of each year.

A correct Return.

Signature.

[Here state Title of Office.]

LONDON :

Printed by GEORGE EDWARD EYRE and WILLIAM SPOTTISWOODE,
Printers to the Queen's most Excellent Majesty.

Number of Certificate, E. 2.	Christian and Surnames of Seaman.	Name.

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1

[See other Side for Particulars of Discharges, Deaths, and Desertions]

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LONDON:

Printed by **GEORGE E. EYRE** and **WILLIAM SPOTTISWOODE**,
Printers to the Queen's most Excellent Majesty.
For Her Majesty's Stationery Office.

